

**MICHIGAN DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
BUREAU OF COMMERCIAL SERVICES - CARNIVAL-AMUSEMENT SAFETY
P. O. BOX 30018, LANSING, MI 48909
www.mi.gov/amusement OR www.mi.gov/carnival**

2009 SEASON INFORMATION

RIDE PERMIT RENEWAL: Enclosed is a renewal application for your company's ride(s). A Temporary Permit to Operate for all renewed rides will be mailed after renewal fees have been processed only if there are: (1) no outstanding "before operation" safety orders, (2) you have renewed or applied for at least one Special Inspector, (3) no overdue inspection fees are outstanding and (4) you submit proof of current ride insurance coverage. The Annual Permit to Operate will be mailed for all renewed rides after satisfactory inspections have been completed.

Please compare the ride named on each renewal application carefully as each sheet renews **ONLY** the ride named on it. If you notice that one or more of your rides did not receive a renewal application, it may be that the ride has an unsatisfied safety order, or the ride was never in Michigan or inspected last year. Any of these conditions will require that you submit a completed permit application and fee for the ride(s) since it/they must be inspected prior to operation and will NOT be eligible to receive a Temporary Permit.

Internet Renewal: Special Inspector Commissions may be renewed on-line/via the Internet. www.mi.gov/elicense. By following the computer's prompts, Special Inspectors can renew on-line and pay using a credit card. Any NEW Special Inspectors would be required to fill out the application form and mail it with payment. Do not cross out a current Special Inspector's name on the renewal and insert a new person's name. **New** Special Inspectors require a new application form to be completed.

Paper Renewal or Any Changes: If you have any changes, however, you must renew via mail by returning the **ENTIRE FORM** to the Department in the envelope provided and include your payment. You may wish to retain a photocopy for your records. Make your check to money order payable to "**State of Michigan – Amusement**" if renewing by mail.

Additional Information

PERMITS TO OPERATE NEW RIDES: The approval process for new rides is unchanged. An "Application for Permit to Operate" and fee are required. Applicants can assist in expediting this new ride application process by submitting a complete application package. For ride types that have never operated in Michigan before, the process requires submission of required drawings, prints, manuals and analyses. If you have questions about what is required or the engineering requirements, contact 517-241-9273. If you have questions about the permit process or the forms required, call (517) 373-7353. All forms may now be downloaded from the Department's website and you can print them as needed. Please visit: www.mi.gov/amusement, then select "Forms & Publications" under Quick Links on the right-hand side of the page. This website also contains helpful, timely information that may be valuable to you.

Filing an application and receiving approval are required prior to scheduling an inspection. Operation of any new ride, ride not previously approved in Michigan or for which ownership has changed since last season cannot begin until the application is approved and the ride is inspected.

INSPECTIONS and FEES: A Department Inspector will visit your location and perform on-site ride inspections. You will be provided an invoice for the inspection fees at the time of inspection. A copy of the invoice and the applicable fees must be returned within 30 days of the date inspected. Any questions about inspections and scheduling should be directed to the Department at 517-241-9273. Any questions about fee payments should be directed to 517-373-7353.

IT IS IMPORTANT TO REMEMBER THAT IF INSPECTION FEES ARE NOT RECEIVED BY THE DEPARTMENT WITHIN THIRTY DAYS AFTER THE INSPECTION IS CONDUCTED, THE AMOUNT OF THE INSPECTION FEE INCREASES TO DOUBLE THE AMOUNT SHOWN ON THE INVOICE. New this year is the option of pre-paying inspection fees for new rides (a revised application is on the website to use for this). Also, once you have renewed the permit any ride for which you wish to pre-pay the inspection fee, you may do so on the form that the Department will mail you after you have paid for the annual permit to operate.

SPECIAL INSPECTOR COMMISSION: Enclosed is a renewal application for each of your company's Special Inspectors. If you are changing or adding Special Inspectors, you must fill out a new application. Again, please **do not cross out a name on the renewal form and submit it with another person's name**. A blank application is enclosed for your use, if you need more than one, you may duplicate the form or download it from the website. Special Inspector Commission Annual Permits will be mailed after renewals are received and fees have been processed. (See the front of this sheet regarding Special Inspectors renewing via the Internet.) **Each company needs at least one Special Inspector.**

INSURANCE COVERAGE: It is the carnival-amusement ride owner's responsibility to maintain insurance coverage and provide the Department with a CERTIFICATE OF INSURANCE. This certificate **must** list the Department of Energy, Labor and Economic Growth as the insurance certificate holder. Further, the certificate needs to identify that all rides (or individually lists the rides) are covered or it must be a "whole midway" type of policy. If we do not have current proof of insurance on file at the time you renew, your Temporary Permit will not be issued. Any lapse in coverage at any time will result in suspension of your permit(s). Contact your insurance provider for coverage information. Special Note: Certificates of Insurance are often received that do not reflect the amusement company name as it appears on Department records. In order to properly identify the company, please provide your insurance carrier with the name of your company as it appears on Department records. If you desire a company *name change*, please see the next item.

OWNER/OPERATOR CHANGES: If you have a change for your company's business mailing address, or are changing management, complete the change of address form (enclosed with this mailing). Make sure this changed company/owner name is also reflected on your Certificate of Insurance.

If the ownership of the company has changed, these renewal forms cannot be used. The new owner must submit a new Application for Permit to Operate and Special Inspector application(s). Changing ride ownership mandates that all rides must be inspected by the Department before operation. Please contact the Department for an application if you must apply due to an ownership change or download the application form from the website.

ITINERARIES: A Carnival Itinerary form is enclosed for those operations that filed them last year. All transient operations **must** file an itinerary. Changes to a filed itinerary or additional dates can be added at any time. These can be downloaded from the website and can also be "faxed" to the Department at (517) 335-7750; Attention: Linda Douglas at (517) 241-9296.

MAKE NOTE OF DEPARTMENT ADDRESSES/LOCATION:

PHYSICAL ADDRESS OF LICENSING OFFICE:
(For visitors ONLY, DO NOT send mail to Okemos)

OFFICE HOURS: 8:00 – 12:00 and
1:00 - 5:00; Monday – Friday (2nd floor)

DELEG, Bureau of Commercial Services
2501 Woodlake Circle, Okemos, MI 48864
(driving directions are on the website)

CASHIER'S HOURS (for walk-in payments):
8:00 - 4:30; Monday – Friday (1st floor)

MAILING ADDRESS:
PO Box 30018
Lansing MI 48909

PHONE NUMBERS:
Licensing: Michelle Stevens - 517-373-7353
Fax: 517-373-1044

**OVERNIGHT MAILING ADDRESS
OR FOR PACKAGE DELIEVERY:**
7150 Harris Drive, 3rd Floor - B Wing
Lansing MI 48913

Inspections/Engineering AND
Enforcement/Inspections - 517-241-9273
Fax: 517-335-7750